

IB MYP Reports: Editing Report Card Templates & Publishing

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 - Enabling ATL Assessment
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How to Get Started with MYP Reports

Introduction to MYP Report Cards

Highly customisable, fully integrated with teacher gradebooks, and tailored for IB MYP assessment, ManageBac report cards are generated in PDF and are instantly available for students and parents to view. To begin, navigate to **Reporting > Generate Reports > IB Middle Years**

The screenshot shows the ManageBac Reporting interface for Faria International School. The left sidebar contains navigation options like Dashboard, Homeroom, and Reporting. The main content area is titled 'Reporting' and features a 'Generate Reports' button. Below this, there's a 'Getting Started with Reports' checklist with steps like 'Upload your High-Resolution School logo' and 'Set your Academic Term Dates'. The interface also includes dropdown menus for 'Academic Term' and 'Report Template', and checkboxes for 'Years' and 'Additional Programmes'.

How Teachers Enter Grades & Comments into Gradebooks

Via Class Page > Gradebook > Term Grades

IB MYP Physical Education (MYP 5)

Tasks & Units IDU **Gradebook** Attendance Messages Calendar More

Gradebook

Auto-Save. Your updates will save automatically without any required action.

Tasks **Term Grades**

4 Students August 2021 – June 2022: Term 1 (current) Show Gradebook Options

Search by Student name...

Epelbaum, Rachel **6** Final Grade

Sum: 26 Local: A

Effort: VG

Criteria

A: N/A 0 1 2 3 4 5 6 7 8

B: N/A 0 1 2 3 4 5 6 7 8

C: N/A 0 1 2 3 4 5 6 7 8

D: N/A 0 1 2 3 4 5 6 7 8

Comments

Rachel is a great team player and contributed effectively and consistently throughout this semester. She was a joy to have in class and I look forward to seeing her contributions in her Diploma years!

Academic Year Current Term

Bar Chart Data:

Criteria	Sport Codes Summative Assessme...	Racquet Sports	Healthy Lifestyle	Play by Play Analysis	Iron Man Simulation	Book Report on Ronaldo	AssessPrep Demo - Achievement...	Sequence Building	The Impact of the 2018 World C...	Sequence Building	5 v 5 Matches on Small Pitch	Improvement Plan
A: Knowing and understanding	6	7	7	6	6	7	7	7	3	7	7	7
B: Planning for performance	6	7	7	7	7	7	7	7	7	7	7	7
C: Applying and performing	5	6	4	6	6	6	7	7	5	5	5	5
D: Reflecting and improving perfo...	7	7	7	7	7	7	7	7	7	7	7	7

Under the **Gradebook** tab of a class, teachers can **Submit Term Grades**. Here the teacher can set achievement levels, final IB grade, and term comments.

You can enable assessment of Approaches to Learning, Learner Profiles, or customized Rubrics e.g. Efforts Rubric by navigating to **School Settings > IB Middle Years > Assessment > Assessment Models** then you can configure your Rubrics to suit your school's reporting needs.

Assessment

Framework Types Final Grades Categories **Assessment Models** Criteria

Configuring Rubrics & Options

These rubrics and options will appear on all term gradebooks. Teachers will be able to complete these alongside their regular academic marks and comments. Please note that these will apply to all terms.

Common rubrics & options include:

- Effort grades
- Participation

Enable evaluation of:

Service as Action Approaches to Learning Learner Profile

Rubrics

SA ATL All Subjects

Effort **Criteria**

Under **Reporting > Proofing & Review**, you can view programmes and subjects to see which teachers have submitted their term grades. As an admin user, you can directly edit these grades here.

Faria International School

Search Faria International School

508 3 of 4

Reporting

Lock Term Gradebooks

Export Term Grades to Excel

It is recommended to lock term gradebooks before reviewing, which will restrict teachers from editing content in their class, but still permit changes here via proofing.

For teachers or advisors who require access to proof grades and comments across classes, grant them permission via [Permissions, Security & Privacy](#)

Reference Guides

Navigating Proofing & Review
How to proof & review term gradebooks, and granting teachers access

Proofing & Review

Generate Reports Templates Reports History Transcripts

IB Middle Years

By Subject By Student Reflections

Auto-Save. Your updates will save automatically without any required action.

Search by Student Name (All Advisors)

Academic Term
August 2018 – June 2019: Term 1 (current)

Student Status
Select student name to open their report.

Epelbaum, Rachel Submitted

IB MYP Japanese Phases 3, 4 (MYP 5) Submitted

	Sum	Final Grade	Local	Effort
	29	7	A+	VG

A: N/A 0 1 2 3 4 5 6 7 8

B: N/A 0 1 2 3 4 5 6 7 8

C: N/A 0 1 2 3 4 5 6 7 8

D: N/A 0 1 2 3 4 5 6 7 8

Customise Report Templates

Via Reporting > Templates > IB Middle Years

Reporting

Proofing & Review Generate Reports **Templates** Reports History Transcripts

Templates IB Middle Years

Template	Subtemplate	Created on	Last modified on	Delete
MYP Report Exemplar	HS Subtemplate	Dec 10, 2013 at 4:48 PM	Aug 5, 2014 at 6:40 AM	⚠
	MS Subtemplate			

Multi-programme Reports

Templates are the main template that determine the overall design of the report card. Students will fall under the reporting programme based on their year group. For example, a student in an IB Diploma Year Group, will fall under the IB Diploma report card template.

Subtemplates are the linked templates that can be added to the main templates to show additional programmes. (ie show HS classes in a DP report, show MS classes in an MYP report, show CP classes in a DP report etc). The subtemplate inherits the configurations and design of the main template.

View Sample Report Cards

Under **Reporting** click **Templates** to begin. Edit an existing template or add a new one.

Reporting > IB Middle Years

Proofing & Review Generate Reports **Templates** Reports History Transcripts

Templates

Edit Template

Overview Cover Sheet Letter Summary

Class Reports Grade Descriptors Attendance Additional Programmes

Title *

MYP Report Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

Cover Sheet ⓘ

Letter ⓘ

- IB Learner Profile ⓘ
 - Learner Profile Diagram
- Summary of Achievement ⓘ
- Project-based Learning ⓘ
 - Project Assessment
 - Project Comments
 - Project Term Grades

Projects

- Service as Action ⓘ
 - Hours
 - Completed outcomes sentence

In the template **Overview**, you can give your template a title, select items to include on the report, and drag and drop to re-order items. When satisfied, click Save Changes at the bottom of each page. For more information about different items, hover over the information **icons**.

Reporting > IB Middle Years

Proofing & Review

Generate Reports

Templates

Reports History

Transcripts

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Grade Descriptors

Attendance

Additional Programmes

Letter format

HTML Simple Text Editor Rich Text Editor

Dear Parents,

An education at the Faria International School is about actively combining challenging and enriching experiences with academic rigour and creative opportunities. We want our students to have the courage to push back the boundaries of their experience and to explore the possibilities that are available to them. Whilst we are proud of their academic results, there is so much more to the education we provide. It is, therefore, important that parents wholeheartedly support the ethos of the school.

Whether it is in the classroom, on the stage, whilst participating in an expedition, on the sports field or when serving others, we want our students to experience the excitement of discovering they are capable of achieving far more than they ever felt was possible. We have high expectations of our students and they, in turn, have high expectations of themselves.

On this note, I would like to present the first report card of this academic year. Let's work together to create an environment for true development.

Kind regards,

John Walden
Principal

Preview

Save Changes or Cancel

On the **Letter** tab, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box.

For more elaborate text formatting options, please use the **Rich Text Editor** option.

Click **Preview** on the left to review how the letter will appear on the PDF report.

Remember to **Save Changes**.

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter **Summary** Class Reports

Grade Descriptors Attendance Additional Programmes

Summary Section Header *
Summary of Achievement

Customise Summary Layout
Please select the fields to include

- MYP Assessment
 - Achievement Levels
 - Final Grade
 - Display as
Final Grade
- Local Grade
- Rubrics & Options (Edit)
 - x Effort
 - AVG of Label Average Suffix
 - SUM of Label Total Suffix
- Interdisciplinary Criteria Assessment
- Stack rubrics vertically (one rubric per line)
 - Show Cumulative Term Grades
- Class Description
- Teacher Comments
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels

Options

- Advisor Comments

Signatures

- Signer One
- Signer Two
- Signer Three
- Signer Fourth
- Advisor

Save Changes or Cancel

Customise your **Summary of Achievement** by selecting and reordering the information you would like to include. The grades and comments will automatically pull from the teacher gradebooks.

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter Summary **Class Reports**

Grade Descriptors Attendance Additional Programmes

Class Reports Title

Customise Class Reports Layout

Please select the key fields to include:

- Description
- Units Covered
 - Unit Description
 - Unit Start Date
 - Key Concepts
 - Global Context
 - Statement of Inquiry
 - Inquiry Questions
 - Related Concept(s)
- Learner Profile
 - MYP Assessment
 - Achievement Levels
 - Criterion Descriptors
 - Use Preferred Name for Criterion Descriptors
- Grade Boundaries
- Final Grade
- Local Grade
- Rubrics (Edit)
 - Stack rubrics vertically (one rubric per line)

All Subjects

Language and Literature

English

Language A

English

Mathematics

Mathematics

- ATL Evaluation
- Class Attendance
- Teacher Comments
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels

Classes per page

One Many

Save Changes or Cancel

The Class Reports option will add one page for each class. If you include achievement levels and grade descriptors, we will automatically include personalised grade descriptors.

Attendance data integrates seamlessly with report cards. Note you can include student attendance on the cover sheet, summary of achievement, or in the class reports.

Preview and Generate Reports

When you are satisfied with your report template(s), navigate back to **Generate Reports**. From here, select your Term, Template, and Years.

Reporting

Proofing & Review **Generate Reports** Templates Reports History Transcripts

Generate Reports IB Middle Years

Generate Reports below for students in **IB Middle Years** year groups.

Academic Term *
September 2021 – July 2022: Term One (current)

Report Template *
MYP Report [Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years *
 MYP 1 MYP 2 MYP 3 MYP 4 MYP 5

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

Additional Programmes

Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

High School
Academic Term *
August 2020 – July 2021: Term One [HS Subtemplate](#)

Middle School
Academic Term *
September 2019 – June 2020: second term [MS Subtemplate 2](#)

Report Preferences

Report Title *
MYP Report Term 1

The report title is displayed on the cover sheet and footer of each report.

Preparation Date *
July 2, 2018

The Preparation date is displayed on the cover sheet of each report. It can be set to a prior date to match the end of your most recent academic term.

Sort Order *
 Family Name Year Homeroom

Include in File Name *
 Report Title Grade Student Name Preparation Date Student ID

Notify parents & students via e-mail

The Notify via Email option allows you to inform parents & students that their reports have been generated. Ticking this option will send a notification email automatically following report generation.

Preview Report Emails

Confirmation

Your **MYP Report Term 1** will be generated for **Term One (current)**, **MYP 5** in the **September 2021 – July 2022 Academic Year** using the **MYP Report** template.

Save Changes Preview Individual Report Generate Draft Generate Draft With Zip **Generate Reports**

Give your report an official title (this will display on the report), indicate your preparation date, sort order, and whether you would like to Notify parents & students via email. Preview reports via the two blue buttons, and when you are satisfied, click the **Generate Reports** button.

Reporting

Proofing & Review Generate Reports Templates **Reports History** Transcripts

Reports History IB Middle Years

Report Title	Academic Term	Date Generated	Type	Report PDFs	Term Grades XLS	Delete
MYP Report Term 2 4 students from MYP 3, MYP 4, MYP 5 by Sharon Arese	Term 2 August 2017 – August 2018	Jul 14, 2021 at 5:59 AM	Draft			
Attendance Test 3 students from MYP 5	Term 2 August 2020 – June 2021	Mar 8, 2021 at 8:48 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
Attendance Test 7 students from MYP 3	Term 2 August 2018 – July 2019	Sep 16, 2020 at 5:20 AM	Draft			
Criteria Test 15 students from MYP 1	Term One August 2019 – August 2020	Jul 17, 2020 at 6:24 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			

A master copy of the report cards will save under **Reports History** page and individual reports will be accessible via a ZIP file.

Individual report cards will also be available for students and parents via their profiles.

Creating Report Templates

Via Reporting > Templates > IB Middle Years

Faria International School

Reporting

Proofing & Review Generate Reports **Templates** Reports History Transcripts

Templates IB Middle Years

Template	Subtemplate	Created on	Last modified on	Delete
MYP Report Exemplar	HS Subtemplate MS Subtemplate	Dec 10, 2013 at 4:48 PM	Aug 5, 2014 at 6:40 AM	

Add Template
Add Subtemplate

Multi-programme Reports

Templates are the main template that determine the overall design of the report card. Students will fall under the reporting programme based on their year group. For example, a student in an IB Diploma Year Group, will fall under the IB Diploma report card template.

Subtemplates are the linked templates that can be added to the main templates to show additional programmes. (ie show HS classes in a DP report, show MS classes in an MYP report, show CP classes in a DP report etc). The subtemplate inherits the configurations and design of the main template.

View Sample Report Cards

By default, a set of report templates will be built-in to your ManageBac account under the **Templates** page. You can customize these report templates and create new ones by clicking any **Template name** in the list.

Click the **Add Template** button in the right-hand menu to create a new template. To edit a pre-existing template, select the template from the list on the page.

Overview

In the report template, via the **Overview** page, here is where you can name your template and customise the general layout of your report, enabling various sections & dragging sections around to configure the sequence. You can also choose the page size, orientation and indicate whether or not to show page numbers.

The screenshot displays the ManageBac interface for editing a report template. At the top, a navigation bar shows 'Reporting > IB Middle Years'. Below this are five main menu items: 'Proofing & Review', 'Generate Reports', 'Templates' (highlighted with a red box), 'Reports History', and 'Transcripts'. The 'Templates' section is active, showing a blue header with the word 'Templates'. Underneath is an 'Edit Template' section with a folder icon. A row of template sections includes 'Overview' (highlighted with a red box), 'Cover Sheet', 'Letter', and 'Summary'. Below this are 'Class Reports', 'Grade Descriptors', 'Attendance', and 'Additional Programmes'. The 'Title' field contains 'MYP Report Exemplar'. The 'Customise Report Layout' section includes instructions and checkboxes for 'Cover Sheet' and 'Letter', both of which are checked. A list of sections to include is shown, with checkboxes for 'IB Learner Profile', 'Learner Profile Diagram', 'Summary of Achievement', 'Project-based Learning', 'Project Assessment', 'Project Comments', and 'Project Term Grades', all of which are checked. The 'Projects' section has a dropdown menu showing 'Personal Project'. Finally, 'Service as Action' is checked, with sub-options for 'Hours' and 'Completed outcomes sentence' also checked.

Reporting > IB Middle Years

Proofing & Review Generate Reports **Templates** Reports History Transcripts

Templates

Edit Template

Overview Cover Sheet Letter Summary

Class Reports Grade Descriptors Attendance Additional Programmes

Title *

MYP Report Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

Cover Sheet ⓘ

Letter ⓘ

IB Learner Profile ⓘ

Learner Profile Diagram

Summary of Achievement ⓘ

Project-based Learning ⓘ

Project Assessment

Project Comments

Project Term Grades

Projects

x Personal Project

Service as Action ⓘ

Hours

Completed outcomes sentence

Reflections ⓘ

- Student reflections
- Homeroom advisor reflections
 - Show on Cover Page
- Coordinator reflections
- Counselor reflections
- Head of school reflections
- Class Reports ⓘ
- Grade Descriptors ⓘ
 - Assessment Explanation
 - Final Grade
 - ATL Grade Descriptors
 - SA Grade Descriptors

Rubrics & Options Descriptors

⌵

- Overall progress indicator ⓘ
- Show Program Divider

Show each Program on a separate page

Custom Logo Size ⓘ


Page Setup


Page Size

A4 US Letter

Page orientation

Portrait Landscape





- Double-sided Printing
- Page Footer
- Page Numbers
- Page Bottom Margin
- School Address
- School Phone Number

or Cancel

Each section of the report can then be further customised via the tabs along the tabs at the top.

Finally, select the page size, orientation, and indicate whether or not to show page numbers. Remember to click **Save Changes**.

Cover Sheet

Reporting > IB Middle Years

Templates

Edit Template

Overview **Cover Sheet** Letter Summary Class Reports

Grade Descriptors Attendance Additional Programmes

Cover Sheet Fields

Please use the checkboxes to indicate whether you would like to include each particular field on your cover sheet.

Student Name

- Show Preferred Name
- Show Other Name
- Show Middle Name
- Student ID
- National ID
- Student Photo
- Date of Birth

Year Level

Terminology

Grade Year

Homeroom Advisor Preparation Date ⓘ

Stamp

Signer One

Name	Title	Signature
<input type="text" value="John Walden"/>	<input type="text" value="Principal"/>	<input type="button" value="Choose File"/> No file chosen

Signer Two

Signer Three

Signer Four

or

Click **Cover Sheet** to choose what will appear on the cover page of your reports. You can set student fields and add report signers (such as your Head of School or IB Coordinator). Once complete, click **Save Changes**.

Please click [here](#) for a tutorial on how to Display Student Photos on Report Cards.

Letter

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet **Letter** Summary Class Reports

Grade Descriptors Attendance Additional Programmes

Letter format

HTML **Simple Text Editor** Rich Text Editor

Dear Parents,

An education at the Faria International School is about actively combining challenging and enriching experiences with academic rigour and creative opportunities. We want our students to have the courage to push back the boundaries of their experience and to explore the possibilities that are available to them. Whilst we are proud of their academic results, there is so much more to the education we provide. It is, therefore, important that parents wholeheartedly support the ethos of the school.

Whether it is in the classroom, on the stage, whilst participating in an expedition, on the sports field or when serving others, we want our students to experience the excitement of discovering they are capable of achieving far more than they ever felt was possible. We have high expectations of our students and they, in turn, have high expectations of themselves.

On this note, I would like to present the first report card of this academic year. Let's work together to create an environment for true development.

Kind regards,

John Walden
Principal

Preview Save Changes or Cancel

On the **Letter** page, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box. For more elaborate text formatting options, please use the **Rich Text Editor** option. Click **Preview** on the left to review how the letter will appear on the PDF report. Remember to **Save Changes**.

Summary

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter **Summary** Class Reports

Grade Descriptors Attendance Additional Programmes

Summary Section Header *

Summary of Achievement

Customise Summary Layout

Please select the fields to include

- MYP Assessment
 - Achievement Levels ⓘ
 - Final Grade ⓘ
 - Display as: Final Grade
- Local Grade ⓘ
- Rubrics & Options (Edit) ⓘ
 - x Effort
 - AVG of [] Label: Average Suffix: []
 - SUM of [] Label: Total Suffix: []
- Interdisciplinary Criteria Assessment
 - Stack rubrics vertically (one rubric per line)
 - Show Cumulative Term Grades ⓘ
- Class Description ⓘ
- Teacher Comments ⓘ
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels ⓘ

Options

- Advisor Comments ⓘ

Signatures

- Signer One
- Signer Two
- Signer Three
- Signer Fourth
- Advisor

Save Changes or Cancel

Click **Summary** to select what will appear for each student in terms of grades and comments. You can also show the student's Interdisciplinary Criteria Assessments by ticking the **Interdisciplinary Criteria Assessment** checkbox.

The Summary tab allows you to show any **Rubrics** which have been applied to *all subjects* - to show *subject-specific rubrics*, use the Class Reports tab.

Class Reports

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter Summary **Class Reports**

Grade Descriptors Attendance Additional Programmes

Class Reports Title

Customise Class Reports Layout
Please select the key fields to include:

- Description
- Units Covered
 - Unit Description
 - Unit Start Date
 - Key Concepts
 - Global Context
 - Statement of Inquiry
 - Inquiry Questions
 - Related Concept(s)
- Learner Profile
 - MYP Assessment
 - Achievement Levels
 - Criterion Descriptors
 - Use Preferred Name for Criterion Descriptors
- Grade Boundaries
- Final Grade
 - Local Grade
- Rubrics (Edit)
 - Stack rubrics vertically (one rubric per line)

All Subjects

Language and Literature

English

Language A

English

Mathematics

- ATL Evaluation
- Class Attendance
- Teacher Comments
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels

Classes per page

One Many

Save Changes or Cancel

The **Class Reports** option will add one page for each class the student is taking. You can also choose to show the MYP achievement level descriptors, in addition to subject-specific rubrics. Click [here](#) for a tutorial on Configuring Rubrics & Options.

Grade Descriptors

Reporting > IB Middle Years

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Grade Descriptors

Attendance

Additional Programmes

Assessment Explanation Title

Assessment Explanation

B I U - [List Icons]

HOW THE STUDENT AND THE WORK ARE ASSESSED

All MYP candidates in year 5 complete an externally moderated personal project, but other IB assessments are optional for schools teaching the Middle Years Programme. Students must take a prescribed set of subjects to achieve the MYP certificate. Achievement in the overall MYP certificate is described by a point score whose maximum is 56. The core subjects of inter-disciplinary and personal project contribute equally with the other subject disciplines. Community service does not contribute to the total. For the IB designed summative assessments, each subject has only one component, and subjects are assessed either by e-portfolio or on-screen examination.

In order to achieve the IB MYP certificate, the student must have participated in the final year of the programme, with a recommended period of participation of two years, and:

- complete either an on-screen assessment or ePortfolio in six subjects consisting of: language and literature, language acquisition (or a second language and literature), individuals and societies, mathematics, sciences and one subject from arts, physical and health education or design
- achieve at least a grade 3 in each of the six subjects above
- complete the on-screen examination in interdisciplinary assessment and achieve at least a grade 3
- complete the personal project with at least a grade 3
- obtain a total of 28 points overall
- meet the school's expectations for community service.

The MYP bilingual certificate additionally requires successful results from on-screen examinations for one of the following:

- a second language and literature course (instead of a course in language acquisition)
- one (or more) science, individual and societies, or interdisciplinary examination in a language other than the student's chosen language and literature course.

Note: Leave this blank to reset to the default explanation. To hide this section completely, please uncheck it on the [Overview](#) tab

General Grade Descriptors

Grade Descriptors Title *

7:	Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking. The student produces work of high quality.
6:	Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking.
5:	Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality, insight, and analytical thinking.
4:	General understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of analytical thinking.
3:	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully to normal situations with support.
2:	Very limited achievement in terms of the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully to normal situations, even with support.
1:	Minimal achievement in terms of the objectives.
N/A	Not Yet Assessed.
INC	

Save Changes or [Cancel](#)

Select **Grade Descriptors** to customize your explanation of grading. ManageBac has a preset explanation that can always be reset by leaving this page blank.

Attendance

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter Summary Class Reports

Grade Descriptors **Attendance** Additional Programmes

Display Attendance for

Classes (Lessons) ⓘ

<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Late
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Late & Dress Code	<input type="checkbox"/> Dismissed
<input type="checkbox"/> Health	<input type="checkbox"/> Sports	<input type="checkbox"/> Fieldtrip
<input type="checkbox"/> Excused	<input type="checkbox"/> Other	<input type="checkbox"/> New Category
<input type="checkbox"/> Custom 2	<input type="checkbox"/> Custom 3	<input type="checkbox"/> Custom IB MYP

Show yearly attendance

Show percentage attendance ⓘ

Homeroom (Days) ⓘ

<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Late
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Late & Dress Code	<input type="checkbox"/> Dismissed
<input type="checkbox"/> Health	<input type="checkbox"/> Sports	<input type="checkbox"/> Fieldtrip
<input type="checkbox"/> Excused	<input type="checkbox"/> Other	<input type="checkbox"/> New Category
<input type="checkbox"/> Custom 2	<input type="checkbox"/> Custom 3	<input type="checkbox"/> Custom IB MYP

Show yearly attendance

Show percentage attendance ⓘ

Display Homeroom Attendance on the

Summary of Achievement Cover Sheet

Save Changes or Cancel

If your school subscribes to the ManageBac Attendance Module, attendance data can also be added to report templates via the **Attendance** tab.

You can then choose which data you wish to include. Attendance can be shown for **Classes** or **Homeroom**. Data will show based on the Academic Term dates or for the whole school year if **Show yearly attendance** is enabled. Homeroom attendance can be displayed on the Cover Sheet or Summary.

Configuring Rubrics & Options

Create a New Rubric

Via **Settings > Middle Years Programme > Assessment > Assessment Models**, you can create custom rubrics and options, which are completed by teachers together with final term grades.

Settings > Academic Programmes & Curriculum > IB Middle Years > Assessment

Assessment

Framework Types Final Grades Categories **Assessment Models** Criteria

Configuring Rubrics & Options

These rubrics and options will appear on all term gradebooks. Teachers will be able to complete these alongside their regular academic marks and comments. Please note that these will apply to all terms.

Common rubrics & options include:

- Effort grades
- Participation

Enable evaluation of:

Service as Action Approaches to Learning Learner Profile

Rubrics

SA ATL All Subjects

Effort **Criteria**

Reference Guides

- [Configuring Term Gradebooks, Rubrics & Options](#)
Adding rubrics & options into your School's Gradebook and enabling on Report Cards.

To begin, click **Add Rubric** to create a new rubric.

Assessment

Framework Types Final Grades Categories **Assessment Models** Criteria

Title *

Class Participation

Description

Type:

Criteria Custom Field Formula

Subject

All Subjects

Options

Value	Descriptor	Delete
VG	Very Good	
G	Good	
M	Meets Expectations	

Add Option **Create Rubric** or **Cancel**

First, define your rubric title, and add a brief description. Then select the rubric type.

There are three types of rubrics and options:

1. **Criteria:** This is a set of criteria that teachers will select from a dropdown menu (e.g. Effort grades may be set on a 1-5 scale, with 5 representing excellent effort and 1 the worst).
2. **Custom Field:** This is a customizable field allowing teachers to enter any type of text with a defined suffix (e.g. attendance in % terms).
3. **Formula:** This allows you to include the SUM or AVG (average) of the other rubrics you have created. Note that this only applies to Criteria rubrics that are numerical.

After selecting the type, entering the title of the rubric, and adding the Values and Descriptors, click **Create Rubric**.

Edit an Existing Rubric

Assessment

Framework Types Final Grades Categories Assessment Models **Criteria**

Configuring Rubrics & Options

These rubrics and options will appear on all term gradebooks. Teachers will be able to complete these alongside their regular academic marks and comments. Please note that these will apply to all terms.

Common rubrics & options include:


- Effort grades
- Participation

Enable evaluation of:

Service as Action Approaches to Learning Learner Profile

Rubrics

All Subjects

Effort **Criteria** 

Title *
Effort

Description

Value	Descriptor	Delete
VG	Very Good	<input type="checkbox"/>
G	Good	<input type="checkbox"/>
S	Satisfactory	<input type="checkbox"/>
N	Needs Improvement	<input type="checkbox"/>

Add Option **Save Changes** or Cancel

By hovering over an existing rubric title, you can edit the Value and Descriptor. After defining your rubric details, click **Save Changes**.

Grading Students with Rubrics via Term Grades

The screenshot shows the Gradebook interface for a course titled "IB MYP Physical Education (MYP 5)". The "Gradebook" tab is selected, and the "Term Grades" section is highlighted. The student profile for Rachel Epelbaum is shown with a final grade of 6. The "Effort" rubric is selected, and the score is 7. The criteria section shows scores for A, B, C, and D. The comments section contains a positive note about the student's performance. The bar chart at the bottom displays scores for various activities across four criteria.

Criteria	N/A	0	1	2	3	4	5	6	7	8
A:	N/A	0	1	2	3	4	5	6	7	8
B:	N/A	0	1	2	3	4	5	6	7	8
C:	N/A	0	1	2	3	4	5	6	7	8
D:	N/A	0	1	2	3	4	5	6	7	8

Criteria	Sport Codes Summative Assessme...	Racquet Sports	Healthy Lifestyle	Play by Play Analysis	Iron Man Simulation	Book Report on Ronaldo	AssessPrep Demo - Achievement...	Sequence Building	The Impact of the 2018 World C...	Sequence Building	5 v 5 Matches on Small Pitch	Improvement Plan
A: Knowing and understanding	6	7	7	6	6	6	6	7	7	7	3	7
B: Planning for performance	6	7	7	6	6	6	6	7	7	7	6	6
C: Applying and performing	5	6	4	6	6	6	6	7	7	5	5	5
D: Reflecting and improving perfo...	7	7	6	6	6	6	6	6	6	6	6	6

Once you have added your rubrics, they will be visible via **Gradebook > Term Grades**, and teachers will be able to select from a dropdown menu or enter their marks.

Enabling Rubrics on Report Cards

Rubrics can be shown on the **Summary** or the **Class Reports** section of the report card, the difference is that the Summary will only show general rubrics (i.e. rubrics applied to all subjects) while the Class Reports allows you to show subject-specific rubrics.

1. Via **Reporting > Templates > IB Middle Years > Select a Template > Summary**, enable the **Rubrics & Options** by selecting from the dropdown. Click **Save Changes**.

Local Grade ⓘ

Rubrics & Options (Edit) ⓘ

Stack rubrics vertically (one rubric per line)

Select Rubrics & Criteria

Effort

SUM of Label Total Suffix

Interdisciplinary Criteria Assessment

Class Description ⓘ

Teacher Comments ⓘ

Class Name Class Subject

Class Subject Group

Class Grade Level

Phases Levels ⓘ

Options

Advisor Comments ⓘ

Signatures

Signer One

Signer Two

Signer Three

Signer Fourth

Advisor

[Save Changes](#) or [Cancel](#)

2. Via **Reporting > Templates > IB Middle Years > Select a Template > Class Reports**, tick the **Rubrics & Options** checkbox and select from the dropdown. Click **Save Changes** at the bottom of the page.

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Grade Descriptors

Attendance

Additional Programmes

Class Reports Title

Class Reports

Customise Class Reports Layout

Please select the key fields to include:

- Description
- Units Covered
 - Unit Description
 - Unit Start Date
 - Key Concepts
 - Global Context
 - Statement of Inquiry
 - Inquiry Questions
 - Related Concept(s)
- Learner Profile
- MYP Assessment
 - Achievement Levels
 - Criterion Descriptors
 - Use Preferred Name for Criterion Descriptors
 - Grade Boundaries
- Final Grade
- Local Grade

- Rubrics (Edit)
- Stack rubrics vertically (one rubric per line)

All Subjects

x Participation x Predicted Grade

Language and Literature

English

x Reading x Writing x Literacy conventions/skills x Oral and Visual Communications

Language A

English

Mathematics

Mathematics

x Mathematical Practice x Algebra x Geometry

- ATL Evaluation
- Class Attendance
- Teacher Comments
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels

Classes per page

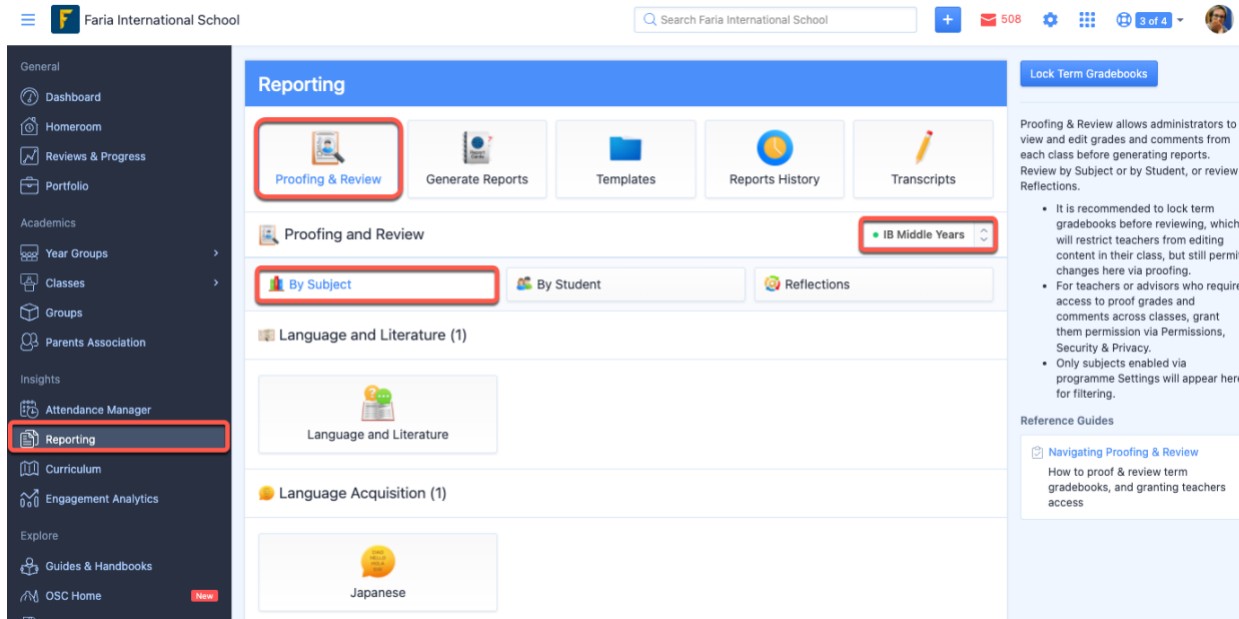
- One Many

Save Changes or Cancel

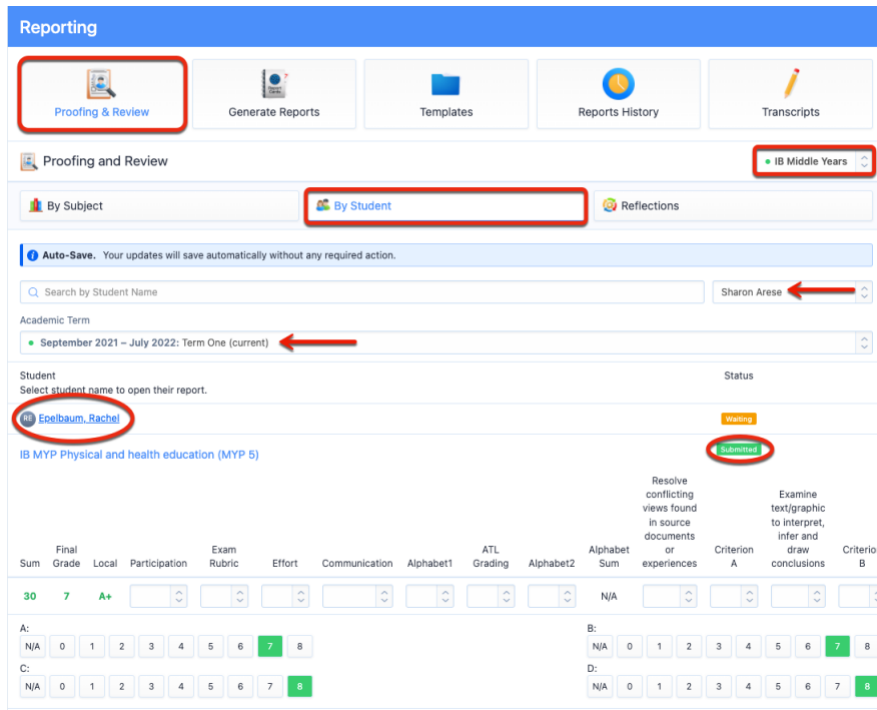
Proofing & Review

Proofing & Review is a feature available for any school with the reports module, and allows administrators to view and edit grades and comments from each class before generating reports.

Via Reporting > Proofing & Review > IB Middle Years



Navigate to **Proofing & Review > Select Programme**. From here you can view and edit grades from all classes by Subject or by Student.



Search **By Student** to read and edit Term Grades and comments from each of the classes that the student is in.

Prior to proofing, we recommend **locking term gradebooks**.

Admins can lock and unlock gradebooks on by programme & academic term, this ensures grades are not changed after a certain date before reports are generated.

General

- School Settings
- Admin
 - School Directory
 - Import Manager
 - Attendance & Calendar
 - Behaviour & Discipline
 - Security & Permissions
 - Academic Terms**
- Account
 - Integrations
 - Develop

Academic Terms

IB Diploma | IB Career-related Programme | **IB Middle Years** | IB Primary Years | Pearson Edexcel International Advanced Levels | Pearson Edexcel BTEC

Pearson Edexcel International GCSEs | Cambridge Advanced | Cambridge IGCSEs | Cambridge Lower Secondary | Advanced Placement | Upper School

Middle School | Primary School

Setting Academic Terms & Exams

Academic terms will be used to organise your reporting schedule. Tasks will be grouped within the gradebook by term. The start and end dates are flexible and can be set to match a quarterly or semester-based schedule.

Term	Starts on	Ends on	Action	
August 2022 – June 2023				
Term 1	Aug 1 – Dec 31, 2022	Term 2	Jan 1 – Jun 30, 2023	Edit
August 2021 – June 2022				
Term 1	Aug 1 – Dec 31, 2021	Term 2	Jan 1 – Jun 30, 2022	Edit

Logged in as an admin, navigate to **Settings > Academic Terms**.

1. Select your programme
2. Tick **Restrict teachers from making any changes to term grades**
3. Save Changes

Academic Terms

IB Diploma | IB Career-related Programme | **IB Middle Years** | IB Primary Years | Pearson Edexcel International Advanced Levels

Pearson Edexcel BTEC | Pearson Edexcel International GCSEs | Cambridge Advanced | Cambridge IGCSEs

Cambridge Lower Secondary | Advanced Placement | Upper School | Middle School | Primary School

August 2022 – June 2023

Name * Starts on Ends on

Restrict teachers from making any changes to term grades Delete

August 2023 – June 2024

Name * Starts on Ends on

Restrict teachers from making any changes to term grades Delete

or

Please note that administrators can still access and edit term gradebooks while they are locked, to ensure a seamless proofing process.

The screenshot shows the Reporting dashboard. At the top, there is a blue header with the word 'Reporting'. Below it, there are five main navigation buttons: 'Proofing & Review' (highlighted with a red box), 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. To the right of these buttons is a 'Lock Term Gradebooks' button, also highlighted with a red box. Below the main navigation, there is a 'Proofing and Review' section with a dropdown menu set to 'IB Middle Years' (highlighted with a red box). At the bottom, there are three filter buttons: 'By Subject', 'By Student', and 'Reflections'. On the right side, there is a text box explaining the 'Proofing & Review' feature and its benefits.

Administrators may also access the Lock Term Gradebooks page via **Reporting > Proofing & Review**, on the right navigation panel.

Reflections

The screenshot shows the Reporting dashboard with the 'Reflections' button highlighted in a red box. The 'Proofing and Review' section is set to 'IB Middle Years'. The 'By Subject' and 'By Student' filters are active. Below the filters, there is a search bar labeled 'Search by Student Name'. The 'Academic Term' dropdown is set to 'September 2021 – July 2022: Term One (current)' and the 'Advisor' dropdown is set to 'Sharon Arese', both highlighted with red arrows. Below the dropdowns, there are five tabs: 'Student Reflection', 'Advisor Reflection', 'Coordinator Reflection', 'Head Reflection', and 'Counselor Reflection'. The 'Student Reflection' tab is selected, and a student named 'Epelbaum, Rachel' is listed in a table, with the name highlighted in a red box.

Click the **Reflections** page to read and edit the reflections of the Student, Homeroom Advisor, Coordinator, Head of School or Counselor. These reflections can then be enabled on the report card via the Report Template Overview tab (see below).

Templates

Edit Template

Overview | Cover Sheet | Letter | Summary | Class Reports
Grade Descriptors | Attendance | Additional Programmes

Title *
MYP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- Cover Sheet
- Letter
- IB Learner Profile
 - Learner Profile Diagram
- Summary of Achievement
 - Project-based Learning
 - Project Assessment
 - Project Comments
 - Project Term Grades
- Projects
Select Projects
- Service as Action
 - Hours
 - Completed outcomes sentence
- Personal Project (Legacy)
 - Project Assessment
 - Project comments
- Community Project (Legacy)
 - Project assessment
 - Project comments
- Reflections | Reflections
 - Student reflections
 - Homeroom advisor reflections
 - Show on Cover Page
 - Coordinator reflections
 - Counselor reflections
 - Head of school reflections
- Class Reports
- Grade Descriptors
 - Assessment Explanation
 - Final Grade
 - ATL Grade Descriptors
 - SA Grade Descriptors

Rubrics & Options Descriptors
Select Rubrics & Criteria

- Overall progress indicator
- Show Program Divider
 - Show each Program on a separate page
- Custom Logo Size

Page Setup

- Page Size
 A4 US Letter
- Page orientation
 Portrait Landscape
- Double-sided Printing
 - Page Footer
 - Page Numbers
 - Page Bottom Margin
 - School Address
 - School Phone Number

Save Changes or Cancel

Generating Reports

Via Reporting > Generate Reports

Reporting

Proofing & Review **Generate Reports** Templates Reports History Transcripts

Generate Reports **IB Middle Years**

Generate Reports below for students in **IB Middle Years** year groups.

Academic Term *

1 August 2021 – June 2022: First Term (current)

Report Template *

2 MYP Report Exemplar [Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years *

MYP 0 MYP 1 MYP 2 MYP 3 MYP 4 **3** MYP 5

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

Additional Programmes

Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

High School Academic Term * August 2021 – June 2022: First Term (current) [HS Subtemplate](#)

Middle School Academic Term * August 2021 – June 2022: First Term (current) [MS Subtemplate](#)

Report Preferences

Report Title *

4 Term Report

The report title is displayed on the cover sheet and footer of each report.

Sort Order *

Family Name Year Homeroom

Include in File Name * **5**

Report Title Grade Student Name Preparation Date Student ID

Reporting Date & Time

Preparation Date **6**

September 20, 2021

Schedule Future Release Date

Date **7** Time

October 7, 2021 03 PM : 30

Notify parents & students via e-mail

[Preview Report Notifications Emails](#)

Confirmation

Your **Term Report** will be generated for **First Term (current)**, **MYP 5** in the **August 2021 – June 2022 Academic Year** using the **MYP Report Exemplar** template.

Save Changes **Preview Individual Report** Generate Draft **Generate Draft With Zip** Generate Reports

To generate your reports, please first confirm the following data:

1. **Term:** Select a term with the correct grade data.
2. **Template:** Ensure that your selected template includes your desired information and excludes other information. You can easily adjust your template by clicking **Edit Template**. You can have an unlimited number of templates.
3. **Years:** Choose to generate reports for all year levels at once, or specify which years will have reports generated. (This setup allows you, for instance, to generate reports for Grade 9 using one report template, and then generate for Grade 10 using another template.) If you would like to include non-IB grades, tick the checkbox and specify the term.
4. Next, give your report a **Title** (e.g. First Semester Report).
5. Choose your **Sort Order**, and indicate what information you want to show in the Report Card file name.
6. Indicate the **Preparation Date**.
7. Select a **future release date** and time if you want to generate the report cards ahead of time and have a scheduled release at a different time. Enabling the **Notify parents & students** option will also delay the notification emails to be sent until that point in time.

After you have made your selections, preview the reports prior to generating final drafts. Click **Preview Individual Report** to preview how a student's report will look, or click **Generate Draft** to generate a draft report of all students in the selected grade level/s.

The screenshot shows the 'Reporting' interface with a navigation bar containing 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History' (highlighted with an orange box), and 'Transcripts'. Below the navigation bar is the 'Reports History' section, which includes a filter for 'IB Middle Years' and a table of reports. The table has columns for 'Report Title', 'Academic Term', 'Date Generated', and 'Type'. The 'Type' column includes radio buttons for 'Final' and 'Interim', and a 'Draft' button. A dropdown menu is open for the 'Term Report' entry, showing options like 'Download PDFs', 'Download ZIP File of Individual Reports', 'Download Term Grades ZIP', and 'Delete'. A red arrow points to the 'Draft' button for the selected report.

Report Title	Academic Term	Date Generated	Type
First Term Report 5 students from MYP 1, MYP 2, MYP 3, MYP 4, MYP 5 by Sharon Arese	First Term August 2021 – June 2022	Sep 19, 2021 at 1:15 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim
Term Report 5 students from MYP 1, MYP 2, MYP 3, MYP 4, MYP 5 by Sharon Arese	First Term August 2021 – June 2022	Sep 19, 2021 at 1:14 AM	<input type="radio"/> Final <input checked="" type="radio"/> Interim
Term Report 5 students from MYP 1, MYP 2, MYP 3, MYP 4, MYP 5 by Sharon Arese	First Term August 2021 – June 2022	Sep 19, 2021 at 1:11 AM	<input checked="" type="radio"/> Draft
Term Report 11 students from MYP 3, MYP 4, MYP 5, HS HS 11, HS HS 12, MS MS Grade 9, MS MS Grade 10 by Sharon Arese	First Term August 2021 – June 2022	Jul 6, 2021 at 5:30 PM	<input type="radio"/> Final <input type="radio"/> Interim
Term Report 11 students from MYP 3, MYP 4, MYP 5, HS HS 11, HS HS 12, MS MS Grade 9, MS MS Grade 10 by Sharon Arese	First Term August 2021 – June 2022	Jul 4, 2021 at 5:30 PM	<input checked="" type="radio"/> Draft
Term 2 2013-2014 Progress Report 18 students from MYP 5 by Sharon Arese	Second Term August 2016 – June 2017	Feb 20, 2017 at 2:22 PM	<input checked="" type="radio"/> Final <input type="radio"/> Interim

When you click **Generate Draft** the draft report will appear by programme on the **Reports History** page. It will not be visible to students or parents.

Confirmation
Your **Term Report** will be generated for **First Term (current)**, **MYP 5** in the **August 2021 – June 2022 Academic Year** using the **MYP Report Exemplar** template.

[Save Changes](#) [Preview Individual Report](#) [Generate Draft](#) [Generate Draft With Zip](#) [Generate Reports](#)



Once confident that reports are ready, click **Generate Reports**. A full PDF will also be generated and stored as a master copy under **Reports History**. These officially generated report cards provide data for student transcripts.

This will also generate a full set of report cards that are stored individually on each student's profile.

Hiding Reports from Students & Parents




Hiding Reports via Student Profile

Hide reports from student and parent view via the student's profile. Click **Edit** in the student's **Profile** to access the "Hide Reports Tab from Student and Parents" option.

 **Rachel Epelbaum** 
IB Class of 24 (MYP 5) Student ID 2020119

[Profile](#) [Portfolio](#) [Behaviour & Discipline](#) [Personalisation](#)

Profile Information [Edit Profile](#)

Personal Information	Contact Details	Exam Details
<p>Date of Birth April 27, 2004 Age: 17</p> <p>Gender Female</p> <p>1st Nationality  American (United States)</p> <p>1st Language English</p> <p>English Proficiency Fluent</p>	<p>E-mail rachel.epelbaum@eduvo.com ✓</p> <p>Country  Hong Kong</p> <p>City Pok Fu Lam</p> <p>Address Flat 10B, 68 Mount Davis Road</p> <p>Mobile Phone  65 9301 5831</p>	<p>Plan Worksheet</p>

In the Report Access section, tick **Hide Reports Tab from Student and Parents** and click **Save Changes**.



← Edit Profile

📄 General Information



Upload Photo Delete Photo

First Name * Last Name *

Middle Name Preferred Name Other Name

Student ID School Office-use Only National ID School Office-use Only

This must be a unique identifier within your school.

👤 Personal Information

Date of Birth Age 17 Gender Male Female Non-binary

English Proficiency UI Language English Spanish French Chinese (Simplified)

1st Language 1st Nationality

[Add Language](#) [Add Nationality](#)

📄 Contact Details

E-mail *

Address Home Phone

Address Line 2 Mobile Phone

City State/Province Postal Code Country

📄 Exam Details

IBIS Personal Code Candidate Session Number

PIN Social Security Number (Last 4 digits)

👤 Family Details

Name	Relationship	Remove?
Ann Epelbaum	<input type="text" value="Mother"/>	<input type="checkbox"/>
Thomas (Tom) Epelbaum	<input type="text" value="Father"/>	<input type="checkbox"/>

[Add Parent/Guardian](#)

📄 Reports Access

Hide Reports

Hide all historical reports from both the Student and their Parents.

[Save Changes](#) or [Cancel](#)

Admins and teachers will still be able to view the reports when they are hidden. Only admins can hide or unhide the reports, while teachers will be able to see that the reports have been hidden.

Students and parents will not be able to access the reports tab. Note that reports e-mail notifications will also not be sent to students & parents if their reports have been hidden.

Unhiding Reports

To unhide reports, untick **Hide Reports Tab from Student and Parents**, click **Save Changes**.

Students and parents will now be able to access and download any reports as per usual.

Export List of students with Hide Reports enabled

Via **Settings > School Directory**

Admins are able to export a student list that shows which students have had their reports hidden.

The screenshot shows the 'School Directory' interface. At the top, there are tabs for 'Roster', 'Memberships', and 'Bulk Update'. Below this, there's a section for 'Students (173)' with sub-tabs for 'Students', 'Teachers & Advisors', 'Parents', 'Observers', and 'Admins'. A search bar is present with the text 'Search by Name or E-mail'. To the right, there are several action buttons: 'Add User', 'Bulk Import Users', 'Send Welcome E-mails', 'Request Student Transfer', and an 'Exports' section. The 'Exports' section includes 'Student & Parent Information' (highlighted with a red box), 'Teacher & Advisor Information', and 'Behaviour Notes'. There are also 'Filter' and 'Reset' buttons.

Select **Export Student & Parent information** download a record of user information in your School Directory.

AE	AF	AG	AH	AI	AJ	AK	AL
Postal Code	Country	UI Language	Last Accessed	Enrollment Dat	Graduation Dat	Withdrawal Da	Hide Reports?
94577	United States	English	September 18, 2018				No
44122	United States	English	September 18, 2018				No
70002	United States	English	September 18, 2018				No
7039	United States	English	September 18, 2018				No
95110	United States	English	September 18, 2018				No
89701	United States	English	September 18, 2018				No
79109	United States	English	September 18, 2018				No

The **Student and Parent information** spreadsheet shows if the "Hide Report Cards" option is enabled per student.

Updating Individual Reports

The screenshot shows the 'Reporting' section of a school management system. On the left is a dark sidebar with a menu including 'General', 'Academics', 'Insights', and 'Explore'. The 'Reporting' menu item is highlighted. The main content area has a blue header 'Reporting' and five cards: 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. The 'Generate Reports' card is active, showing a form for generating reports for 'IB Diploma' students. The form includes fields for 'Academic Term' (set to 'August 2021 – June 2022: First Term (current)'), 'Report Template' (set to 'Test template'), and 'Years' (with 'DP 2' selected). A 'use Final average' checkbox is also present. Below the form is a section for 'Additional Programmes' and 'Report Preferences'. On the right side, there is a sidebar with a search bar, notification icons, and a list of actions: 'Export Term Grades', 'Update Individual Reports' (highlighted with a red box), and 'Lock Term Gradebooks'. Below these are links for 'Send report notification e-mails', 'Generating Reports Checklist', 'View Sample Report Cards', and 'Reference Guides'.

It is possible to update an individual student's report card. After making changes to a student's grades, navigate to Reporting > Generate Reports > Update Individual Reports.

Update Individual Reports

Update Reports

Previously Updated Reports

Guidance

This page allows you to update a report for a student using the current Gradebook data. Also, it allows you to change basic report information such as the title, template used, or preparation date....

Select Report

Programme *

IB Middle Years

1

Academic Term *

August 2021 – June 2022: First Term (current)

2

Student *

Rachel Epelbaum

3

Report *

Term Report MYP MYP 5 2021-09-20

4

Term Report MYP MYP 5 2021-09-20

Released on Sep 20, 2021

5

Update Report

Report Template *

Please select a template...

Report Title *

Term Report MYP

6

Include in File Name *

 Report Title
 Grade
 Student Name
 Preparation Date
 Student ID

Preparation Date *

September 20, 2021

7

Confirmation & Preview

8

Preview Updated Report

Confirmation

You, **Sharon Arese**, confirm that the report, **Term Report MYP MYP 5 2021-09-20**, will be updated for **Rachel Epelbaum** with the following changes:

- **Latest Gradebook Data And Homeroom Comments.**
- **Report Name:** Term Report MYP
- **Template Name:** Please select a template...
- **PDF Naming Convention:** Report Title, Student Name, Preparation Date
- **Preparation Date:** September 20, 2021

9

Update Individual Report or Cancel

From the **Update Reports** page, select the following:

1. Academic **Programme** the report card to be updated was generated in
2. **Academic Term** the report card to be updated was generated in
3. The **student** the Report Card was generated for
4. The **specific Report Card** to be updated
5. **Download** the selected Report to confirm this is the one you intend to update
6. Select the **Report Card Template** and **Report Title** to use for the update
7. Select **Preparation Date** and **File Name** items for the updated report card.
8. **Preview** the updated report card.
9. Click **Update Individual Report** to generate the updated report card and replace it on the student profile automatically.

Notes:

- the report card will not be updated in the consolidated PDF nor on transcripts. To print the new report card, please download the PDF directly from the student's profile.
- Classes do not have to be unarchived to update previous report cards

Student	Report Title	Academic Term	Updated On
Hayward, James	Term Report MYP Hayward James 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:18 AM by Sharon Arese
Koolhaas, Wesley	Term Report MYP Koolhaas Wesley 2020124	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:16 AM by Sharon Arese
Hayward, James	Term Report MYP Hayward James 2020109	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:11 AM by Sharon Arese
Koolhaas, Wesley	Term Report MYP MYP 5 Koolhaas Wesley 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:08 AM by Sharon Arese
McAdams, Jessica	Term Report MYP McAdams Jessica 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:06 AM by Sharon Arese

Use the **Previous Updated Reports** page to review and download updated versions of report cards by academic programme.

Enabling ATL Assessment on Reports

To enable ATL assessment, please navigate to **Settings > Middle Years Programme > Assessment > Assessment Models**

Assessment Models

Configuring Rubrics & Options

Common rubrics & options include:

- Effort grades
- Participation

Enable evaluation of:

Service as Action Approaches to Learning Learner Profile

Rubrics

ATL All Subjects

Evaluation **Criteria**

Title *

Evaluation

Description

Value	Descriptor	Delete
EE	Exceeding Expectations: The student's progress against the ATL is exceeding expectations.	<input type="checkbox"/>
ME	Meeting Expectations: The student's progress against the ATL is meeting expectations.	<input type="checkbox"/>
AE	Approaching Expectations: The student's progress against the ATL is approaching expectations.	<input type="checkbox"/>
BE	Below Expectations: The student's progress against the ATL is below expectations.	<input type="checkbox"/>

Tick the **Approaches to Learning** check box to enable ATL rubrics. Then, click the **ATL** tab to customize the assessment criteria by hovering over Evaluation title and clicking the **arrow or edit icon** that will appear. The built-in default assessment levels are: EE (Exceeding Expectations), ME (Meeting Expectations), AE (Approaching Expectations), and BE (Below Expectations).

IB MYP Physical Education (MYP 5)

Gradebook

Auto-Save. Your updates will save automatically without any required action.

Tasks

4 Students

Field Checker

Gradebook Options

Search by Student name...

Epelbaum, Rachel

Sum: 26 ID sum: 18 Local: A

Final Grade: 6

Effort: VG

ATL Skills

Information Literacy Skills

Media Literacy Skills

The ATLs can then appear in the MYP Class > Gradebook > Term Grades page for the teachers to assess students against ATLs. Teachers need to select which ATLs they will assess via **Manage ATL Skills** link on the right navigation panel.

IB MYP Physical Education (MYP 5) > Gradebook > Term Grades

Tasks & Units | IDU | **Gradebook** | Attendance | Messages | Calendar | More

IB MYP Physical Education (MYP 5)

← | ATL Skills to Evaluate

August 2018 – June 2019: Term 1 (current)

- Communication
 - Communication Skills
- Social
 - Collaboration Skills
- Thinking
 - Critical Thinking Skills
 - Creative Thinking Skills
 - Transfer Skills
- Self-management
 - Organization Skills
 - Affective Skills
 - Reflection Skills
- Research
 - Information Literacy Skills
 - Media Literacy Skills
- Subject Specific Skills, Knowledge and Understandings
 - Subject Specific Skills

Save Changes or Cancel

Once you select the ATLs to evaluate, click **Save Changes**.

To display the ATL assessments on report cards, navigate to **Reporting > Templates > IB Middle Years** > Select the MYP Template you wish to edit.

Faria International School

Reporting

Proofing & Review | Generate Reports | **Templates** | Reports History | Transcripts

Multi-programme Reports

Templates are the main template that determine the overall design of the report card. Students will fall under the reporting programme based on their year group. For example, a student in an IB Diploma Year Group, will fall under the IB Diploma report card template.

Subtemplates are the linked templates that can be added to the main templates to show additional programmes. (ie show HS classes in a DP report, show MS classes in an MYP report, show CP classes in a DP report etc). The subtemplate inherits the configurations and design of the main template.

Template	Subtemplate	Created on	Last modified on	Delete
MYP Report Exemplar	HS Subtemplate	Dec 10, 2013 at 4:48 PM	Aug 5, 2014 at 6:40 AM	
	MS Subtemplate			

View Sample Report Cards

On the **Summary** page, check the box for **ATL Evaluation**.

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter **Summary** Class Reports

Grade Descriptors Attendance Additional Programmes

Summary Section Header *

Summary of Achievement

Customise Summary Layout

Please select the fields to include

- MYP Assessment
 - Achievement Levels ⓘ
 - Final Grade ⓘ
 - Display as: Final Grade
- Local Grade ⓘ
- Rubrics & Options (Edit) ⓘ
 - Stack rubrics vertically (one rubric per line)
 - Exam Rubric Effort
 - AVG of [] Label: Average Suffix: []
 - SUM of [] Label: Total Suffix: []
- Interdisciplinary Criteria Assessment
 - Class Description ⓘ
 - Teacher Comments ⓘ
 - Class Name Class Subject
 - Class Subject Group
 - Class Grade Level
 - Phases Levels ⓘ
 - ATL Evaluation**
- Options
 - Advisor Comments ⓘ
- Signatures
 - Signer One
 - Signer Two
 - Signer Three
 - Signer Fourth
 - Advisor

Save Changes or Cancel

Under the **Class Reports** page, you will also see an option to include ATLs on the report card.

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Grade Descriptors

Attendance

Additional Programmes

Class Reports Title ⓘ

Class Reports

Customise Class Reports Layout

Please select the key fields to include:

- Description
- Units Covered
 - Unit Description
 - Unit Start Date
 - Key Concepts
 - Global Context
 - Statement of Inquiry
 - Inquiry Questions
 - Related Concept(s)
- Learner Profile
- MYP Assessment
 - Achievement Levels
 - Criterion Descriptors
 - Use Preferred Name for Criterion Descriptors
 - Grade Boundaries
- Final Grade
- Local Grade
- Rubrics ([Edit](#))
 - Stack rubrics vertically (one rubric per line)

All Subjects

x Participation x Predicted Grade

Language and Literature

English

x Reading x Writing x Literacy conventions/skills x Oral and Visual Communications

Language A

English

Mathematics

Mathematics

x Mathematical Practice x Algebra x Geometry

- ATL Evaluation**
- Class Attendance
- Teacher Comments
- Class Name Class Subject
- Class Subject Group
- Class Grade Level
- Phases Levels ⓘ
- Classes per page
 - One
 - Many

Save Changes or Cancel

The generated PDF report card will display selected ATLs in a table format.

Adding Service as Action

Click on **Settings > Middle Years > Assessment** to begin. Tick the **Service as Action** checkbox.

Via Settings > IB MYP > Assessment > Assessment Models

You can edit values and descriptors for any Rubric via **Settings > IB MYP > Assessment > Assessment Models**. Enable the assessment rubrics for SA by ticking the box for **Service as Action**.

Click the **SA** tab to open the rubric. Hover over the title and **click the blue pencil icon** to edit the selected rubric. Click **Save Changes** when edits have been made.

The screenshot shows the 'Assessment' configuration page. The 'Assessment Models' tab is selected. Under 'Enable evaluation of:', the 'Service as Action' checkbox is checked. The 'Rubrics' section shows the 'SA Progress' rubric selected. The 'Title' field is highlighted with a red box. Below the title field is a table of rubric options:

Value	Descriptor	Delete
E	The student's SA progress is excellent.	<input type="checkbox"/>
O	The student's SA progress is on-track.	<input type="checkbox"/>
C	The student's SA progress is concerning.	<input type="checkbox"/>

At the bottom of the table, there is an 'Add Option' button and a 'Save Changes or Cancel' button.

Assessing SA

To provide SA marks and narrative term comments, navigate to your SA roster via **Year Groups > Select Year Group > SA**. Click **Submit Term SA Evaluation** on the right navigation panel.

Your students	Outcomes	Reflections & Evidence	Interviews
Hayward, James	5	8	1
McAdams, Jessica	5	4	1

Provide marks and submit your comments for each student.

Student	Grade	Comment
Epelbaum, Rachel	C	Excellent Work!
Hayward, James		
Koolhaas, Wesley	C	

To display the marks and comments on report cards, navigate to **Reporting > Templates > IB Middle Years > Select Template > Overview**. Tick the boxes under to display Service as Action on the Report.

Templates

Edit Template

Overview | Cover Sheet | Letter | Summary | Class Reports
Grade Descriptors | Attendance | Additional Programmes

Title *
MYP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- Cover Sheet
- Letter
- IB Learner Profile
 - Learner Profile Diagram
- Summary of Achievement
 - Project-based Learning
 - Project Assessment
 - Project Comments
 - Project Term Grades

Projects

Select Projects

- Service as Action
 - Hours
 - Completed outcomes sentence
- Personal Project (Legacy)
 - Project Assessment
 - Project comments
- Community Project (Legacy)
 - Project assessment
 - Project comments
- Reflections
 - Student reflections
 - Homeroom advisor reflections
 - Show on Cover Page
 - Coordinator reflections
 - Counselor reflections
 - Head of school reflections
- Class Reports
- Grade Descriptors
 - Assessment Explanation
 - Final Grade
 - ATL Grade Descriptors
 - SA Grade Descriptors

Rubrics & Options Descriptors

Select Rubrics & Criteria

- Overall progress indicator
- Show Program Divider
 - Show each Program on a separate page
- Custom Logo Size

Page Setup

- Page Size
 A4 US Letter
- Page orientation
 Portrait Landscape
- Double-sided Printing
 - Page Footer
 - Page Numbers
 - Page Bottom Margin
 - School Address
 - School Phone Number

Save Changes or Cancel

Adding Term Goals & Reflections

via **Settings > Academics**

Reflections

MYP 1 Question

How can/did you make a successful transition from Primary school? What was different? How did you overcome any struggles?

MYP 2 Question

How are you improving from last year, and what changes will you want to make for Year 3?

MYP 3 Question

Reflect upon the last year; what new skills (study or otherwise) were the most useful to you? What do you want to improve on for next year?

MYP 4 Question

What are your general interests, and which subjects are you doing the best in? Where do you think you will lean towards during the Diploma Program?

MYP 5 Question

What skills will you transfer over to the Diploma Programme? What higher level courses will you be taking?

Save Changes or Cancel

You can enable Term Goals and Reflections Questions for response in Student Profiles via **Settings > Select Academic Programme > Reflections**. The Reflection Question responses can be added to Reports, however, the Term Goals will be view only in Student Profiles.

via Student Profiles

Students can respond to the term goal and Reflection Questions you added in your account settings via **Profile > Reflections**. Be sure to **Save Changes** after responding.

Reflections & Reports

August 2018 – June 2019: Term 1 (current)

Reflections

My term goal is to...

TERM 1 Academic goal:

In order to become more successful at algebraic expansion, I will participate in the following activity to train, I will ask my maths tutor for help. Considering that mathematics was not a strength of mine this activity should help me to improve my skills during the class time and are realistic for the reason that I can accomplish my goal. I will assess my progress against the target by doing my homework with ease and not asking others for help while doing so.

TERM 1 Social/Creative/Balance goal:

In order to become more successful in sports, I will participate in the following activity to train myself for lowering my heart rate when doing exercise. Considering that long distance running was not a strength of mine these activities should help me to improve at the beep test and are realistic for the reason that I will try extra hard during class time. I will assess my progress against the target by reaching my goal of 7.5 for the beep test.

TERM 1 Social/Creative/Balance goal:

In order to become more successful at community service, I will participate in the following activity to train myself at helping out more in the community. Considering that service was not a strength of mine these activities should help me to improve at service and action and are realistic for the reason that I know that I can help out more. I will assess my progress against the target by doing lots of action over the course of the year.

Term 1 Personal goal:

In order to become more successful at running, I will participate in the following activities to train with my dog. Considering that a lot of physical education was not a strength of mine these activities should help me to improve at running a long distance and are realistic for the reason that my dog likes running.

What skills will you transfer over to the Diploma Programme? What higher level courses will you be taking?

I loved directing the school play this term! It was my first time directing, although I've been part of the Drama club throughout high school, and I found it actually helped my focus in school. Through the skills I gained in organising and directing a cast of 12, plus a backstage and technical crew of 20, I found myself applying the same principles of time management and efficiency towards my schoolwork.

Reports

August 2018 – June 2019 **IB MYP**

MYP_Term_Report_Rachel_Term_1_2018-2019.pdf
Generated September 19, 2018

August 2017 – June 2018 **IB MYP**

via Reports

Reporting > IB Middle Years

Templates

Edit Template

- Overview**
- Cover Sheet
- Letter
- Summary
- Class Reports
- Grade Descriptors
- Attendance
- Additional Programmes

Title *
MYP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- Cover Sheet
- Letter
- IB Learner Profile
 - Learner Profile Diagram
- Summary of Achievement
- Project-based Learning
 - Project Assessment
 - Project Comments
 - Project Term Grades
- Projects
Select Projects
- Service as Action
 - Hours
 - Completed outcomes sentence
- Personal Project (Legacy)
 - Project Assessment
 - Project comments
- Community Project (Legacy)
 - Project assessment
 - Project comments
- Reflections Reflections
 - Student reflections
 - Homeroom advisor reflections
 - Show on Cover Page
 - Coordinator reflections
 - Counselor reflections
 - Head of school reflections
- Class Reports
- Grade Descriptors
 - Assessment Explanation
 - Final Grade
 - ATL Grade Descriptors
 - SA Grade Descriptors
- Rubrics & Options Descriptors
Select Rubrics & Criteria
- Overall progress indicator
- Show Program Divider
 - Show each Program on a separate page
- Custom Logo Size

Page Setup

Page Size
 A4 US Letter

Page orientation
 Portrait Landscape

- Double-sided Printing
- Page Footer
- Page Numbers
- Page Bottom Margin
- School Address
- School Phone Number

Save Changes or Cancel

Add the student reflections via the **Reports > Manage Templates > Select Template > Overview > Reflections**. This will show the Student Responses to Reflection Questions on the Report. It's not possible to include the term goal.

Click [HERE](#) for a tutorial on Creating Report Templates.

Creating Multi-Programme Report Templates

Multi-Programme Report Templates allow students who are taking classes in multiple programmes to have all their classes on the same report card. The sub-template will pull classes from other programmes into the report card template for the main programme the student is assigned to.

For example, a student assigned to an IB Diploma year group may have a non-IB High School class added to their report, via the High School sub-template, when IB Diploma reports are generated.

They would not also have a report card created when the High School programme reports are generated, as they are not part of the High School year group.

Via Generate Reports

Reporting

Proofing & Review **Generate Reports** Templates Reports History Transcripts

Generate Reports IB Middle Years

Generate Reports below for students in **IB Middle Years** year groups.

Academic Term *
September 2021 – July 2022: Term One (current)

Report Template *
MYP Report [Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years *
 MYP 1 MYP 2 MYP 3 MYP 4 MYP 5

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

Additional Programmes
Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

High School
Academic Term *
August 2020 – July 2021: Term One [HS Subtemplate](#)

Middle School
Academic Term *
September 2019 – June 2020: second term [MS Subtemplate 2](#)

Report Preferences

Report Title *
MYP Report Term 1
The report title is displayed on the cover sheet and footer of each report.

Preparation Date *
July 2, 2018
The Preparation date is displayed on the cover sheet of each report. It can be set to a prior date to match the end of your most recent academic term.

Sort Order *
 Family Name Year Homeroom

Include in File Name *
 Report Title Grade Student Name Preparation Date Student ID

Notify parents & students via e-mail
The Notify via Email option allows you to inform parents & students that their reports have been generated. Ticking this option will send a notification email automatically following report generation.

Preview Report Emails

Confirmation
Your **MYP Report Term 1** will be generated for **Term One (current)**, **MYP 5** in the **September 2021 – July 2022 Academic Year** using the **MYP Report** template.

Save Changes Preview Individual Report Generate Draft Generate Draft With Zip Generate Reports

Navigate to **Generate Reports**. Additional programmes can be included on reports by adding sub-templates to your Report Template. Click **Edit Template** or you can create new templates via **Templates** pages.

Via Reporting > Templates

The screenshot shows the 'Reporting > Templates' interface. At the top, there are navigation buttons: 'Proofing & Review', 'Generate Reports', 'Templates' (highlighted with a red box), 'Reports History', and 'Transcripts'. Below these is a 'Templates' section with a dropdown menu set to 'IB Middle Years' (highlighted with a red box). The main area contains a table of templates and sub-templates.

Template	Subtemplate	Created on	Last modified on	Delete
MYP Exemplar	HS Subtemplate MS Subtemplate	Oct 28, 2010 at 4:09 AM	Sep 18, 2015 at 12:51 AM	[Delete]
MYP Customized Report	HS Subtemplate MS Subtemplate 2	Apr 17, 2013 at 3:28 AM	May 13, 2013 at 1:30 AM	[Delete]
Sample MYP Progress Report	HS Subtemplate MS Subtemplate 2	Mar 16, 2014 at 11:24 PM	Mar 16, 2014 at 11:24 PM	[Delete]
Middle School	HS Subtemplate MS Subtemplate 2	Mar 31, 2014 at 12:16 AM	Mar 31, 2014 at 12:16 AM	[Delete]
MYP Template	HS Subtemplate MS Subtemplate 2	Apr 3, 2014 at 1:21 AM	Apr 3, 2014 at 1:21 AM	[Delete]
MYP Progress Report	HS Subtemplate MS Subtemplate 2	May 8, 2014 at 6:48 AM	May 8, 2014 at 6:48 AM	[Delete]
Personal Project Report	HS Subtemplate MS Subtemplate 2	May 12, 2014 at 7:45 AM	May 12, 2014 at 7:45 AM	[Delete]

The right sidebar contains the following sections:

- Add Template** and **Add Subtemplate** buttons (both highlighted with red boxes).
- Multi-programme Reports**: Explains that templates determine the overall design of the report card based on year group.
- Subtemplates**: Explains that sub-templates are linked templates that can be added to main templates to show additional programmes.
- View Sample Report Cards**: Shows sample report cards.
- Reference Guides**: Includes a guide titled 'Building Report Templates' on how to create and customize templates.

There are two categories of templates:

1. Templates are the parent (i.e. main) templates and determine the overall design of the report card.
2. Sub-templates are the child templates that can be added to the main templates to show additional programmes. The sub-template inherits the configurations & design of the main template.

Via **Reporting > Templates**, click the **Add Sub-template** button on the right-hand menu to create a new sub-template or click on an existing sub-template to edit it

Adding Additional Programmes via the main Template

Reporting > IB Middle Years

Templates

Edit Template

Overview Cover Sheet Letter Summary Class Reports
Grade Descriptors Attendance **Additional Programmes**

Programme	Subtemplate
<input type="checkbox"/> IB Diploma	<input type="text"/>
<input type="checkbox"/> IB Career-related Programme	<input type="text"/>
<input type="checkbox"/> IB Primary Years	<input type="button" value="Add Subtemplate"/>
<input type="checkbox"/> Pearson Edexcel International Advanced Levels	<input type="button" value="Add Subtemplate"/>
<input type="checkbox"/> Pearson Edexcel BTEC	<input type="text"/>
<input type="checkbox"/> Pearson Edexcel International GCSEs	<input type="text"/>
<input type="checkbox"/> Cambridge Advanced	<input type="text"/>
<input type="checkbox"/> Cambridge IGCSEs	<input type="text"/>
<input type="checkbox"/> Cambridge Lower Secondary	<input type="text"/>
<input type="checkbox"/> Advanced Placement	<input type="text"/>
<input checked="" type="checkbox"/> High School	HS Subtemplate <input type="text"/>
<input checked="" type="checkbox"/> Middle School	MS Subtemplate 2 <input type="text"/>
<input type="checkbox"/> Primary School	<input type="text"/>

or

Navigate to the **Additional Programmes** page when editing the IB MYP report template. Here, sub-templates can be added, edited or deleted.

Configuring Subtemplates

Overview

Reporting Middle School

Templates

Edit Subtemplate

Overview Summary Class Reports

Title *
MS Subtemplate 2

Customise Report Layout
Please use the checkboxes to indicate whether you would like to include each particular section in your reports.

- Summary of Achievement ⓘ
- Class Reports
- Rubrics & Options Descriptors (Edit)

Games/Tasks Performance Academic Achievement Learning Attitude Effort Predicted Grade S1 Grade

Select rubrics to display alongside rubrics from the main template

Save Changes or Cancel

Via the **Overview** tab of the sub-template, configure where you wish to show the additional programme on the report card, and whether to show rubric descriptors from the additional programme:

1. Summary of Achievement
2. Class Reports
3. Rubrics & Options

Click [here](#) for a tutorial on showing Rubric assessment on reports.

Note: If Class Reports or the Summary of Achievement are disabled in your main template, ManageBac will follow the main template, and these will not be included on reports. To show these items, they must be enabled on both the main template & sub-templates.

Summary

The screenshot shows the 'Reporting > Middle School' navigation path. The 'Templates' section is active, with 'Edit Subtemplate' visible. Three tabs are present: 'Overview', 'Summary', and 'Class Reports'. The 'Summary' tab is selected and highlighted with a red box. Below the tabs, the 'Customise Summary Layout' section contains the following options:

- Final Grade ⓘ
 - Display as: Final Grade
 - Show Percentage Grade
- Rubrics & Options (Edit) ⓘ
 - Stack rubrics vertically (one rubric per line)
 - Rubric selection: x Games/Tasks Performance, x Learning Attitude, x Effort, x Predicted Grade, x S1 Grade

A 'Save Changes' button (highlighted with a red box) and a 'Cancel' link are located at the bottom right of the configuration area.

Click the **Summary** tab to select what will appear for each student in terms of grades and which rubrics will appear on the report.

Note: Rubrics & Options will only be shown if **Grade Descriptors** are enabled on the main template (via the template 'Overview' tab, otherwise they will be omitted.

Class Reports

The screenshot shows the 'Reporting > Middle School' navigation path. The 'Templates' section is active, with 'Edit Subtemplate' visible. Three tabs are present: 'Overview', 'Summary', and 'Class Reports'. The 'Class Reports' tab is selected and highlighted with a red box. Below the tabs, the 'Customise Class Reports Layout' section contains the following options:

- Final Grade
 - Show Percentage Grade
- Exam Grade
- Rubrics (Edit)
 - Stack rubrics vertically (one rubric per line)
 - All Subjects: x Attitude and Values, x Learning Attitude, x Effort, x Predicted Grade, x S1 Grade
- Interdisciplinary Learning
 - ID Assessment:
 - x A: Disciplinary grounding Students must understand disciplinary concepts and skills—as framed by MYP subject-group objectives. This disciplinary grounding provides the four
 - x B: Synthesizing Students integrate knowledge from more than one discipline in ways that inform inquiry into relevant ideas, issues and challenges in order to explain phenomena
 - x C: Communicating Students select, integrate or innovate communication forms and strategies to explain the results of their inquiries. They develop the capacity to communicate
- Tasks
 - Show Task Category Grades
 - Show Task Comments
- Assessment type
 - All Summative Formative

A 'Save Changes' button (highlighted with a red box) and a 'Cancel' link are located at the bottom right of the configuration area.

The **Class Reports** option will add one page for each class the student is taking. Here, you can choose to report grades and subject-specific rubrics.

Note: Rubrics & Options will only be shown if they are enabled on the **main template** (via the template 'Overview' tab, otherwise they will be omitted).

Generating Reports

Reporting

Proofing & Review **Generate Reports** Templates Reports History Transcripts

Generate Reports

IB Middle Years

Generate Reports below for students in **IB Middle Years** year groups.

Academic Term *
September 2021 – July 2022: Term One (current) **1**

Report Template *
MYP Report **2** [Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years *
 MYP 1 MYP 2 MYP 3 MYP 4 MYP 5 **3**

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

Additional Programmes

Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

High School Middle School

Academic Term *
August 2020 – July 2021: Term One [HS Subtemplate](#)

Academic Term *
September 2019 – June 2020: second term [MS Subtemplate 2](#)

Report Preferences

Report Title *
MYP Report Term 1

The report title is displayed on the cover sheet and footer of each report.

Preparation Date *
July 2, 2018

The Preparation date is displayed on the cover sheet of each report. It can be set to a prior date to match the end of your most recent academic term.

Sort Order *
 Family Name Year Homeroom

Include in File Name *
 Report Title Grade Student Name Preparation Date Student ID

Notify parents & students via e-mail

The Notify via Email option allows you to inform parents & students that their reports have been generated. Ticking this option will send a notification email automatically following report generation.

Preview Report Emails

Confirmation

Your **MYP Report Term 1** will be generated for **Term One (current)**, **MYP 5** in the **September 2021 – July 2022 Academic Year** using the **MYP Report** template.

Save Changes Preview Individual Report Generate Draft Generate Draft With Zip Generate Reports

Once additional programme sub-templates have been added to the main report template, navigate to **Generate Reports** and select the following:

1. **Programme:** Select the programme of your main template.

2. **Template:** Ensure that your selected template includes the additional programmes you want to add to your reports.

3. **Term:** Select a term with the correct grade data to generate the main reports.

For each additional programme, choose to generate reports for any selected Term, and enabled additional programme. Only if the programme is enabled in the Generate Reports page of the main template, will the grade data be included on reports.

Click [here](#) for the full Quick Start Guide on generating reports.

Displaying Student Photos on the Cover Sheet

To show student photos on your report cards, you must first bulk upload student profile photos on the system. Click on **Settings > Import Manager > Students > Import Student Photos** to begin. Upload a zip file of your student photos, with each photo name matching a student ID.

The screenshot shows the 'Import Student Photos' page. On the left, a dark sidebar contains navigation items: Admin, School Directory, Import Manager (with a dropdown arrow), Students (highlighted with a red box), Parents, Teachers, Attendance & Calendar, Behaviour & Discipline, Security & Permissions, Academic Terms, Account, Integrations, Develop, Academics, IB Diploma, and IB Career-related Programme. The main content area has a blue header 'Import Student Photos' with two tabs: 'Import Students' and 'Import Student Photos' (highlighted with a red box). Below the header, there are two steps: 'Step 1 - Formatting your Student Photos' and 'Step 2 - Uploading your Student Photos'. Step 2 includes a 'ZIP File:' label, a 'Choose File' button (highlighted with a red box), and the text 'No file chosen'. At the bottom right of the main content area, there is an 'Upload Photos' button (highlighted with a red box) and a 'Cancel' link. On the right side of the page, there are three sections: 'To bulk import student photos, please follow the guidelines below:' with a list of requirements (File name, File type, Dimensions, Max upload size), 'FAQ:' with a list of questions and answers, and 'Reference Guides' with a 'Send a Support Request' button.

Photos should be in PNG, JPEG, or JIF format. For best results, we recommend portrait photos with the dimensions 300px by 300px. Please ensure that each photo is less than 1 Mb.

Once the photos have been uploaded, you can then navigate to **Generate Reports**.

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Grade Descriptors

Attendance

Additional Programmes

Cover Sheet Fields

Please use the checkboxes to indicate whether you would like to include each particular field on your cover sheet.

 Student Name Show Preferred Name Show Other Name Show Middle Name Student ID National ID Student Photo Date of Birth Year Level

Terminology

 Grade Year Homeroom Advisor Preparation Date ⓘ Stamp Signer One

Name

Title

Signature

 No file chosen Signer Two Signer Three Signer Four or

Select your report template and click on **Cover Sheet**. Tick the box for **Student Photo**. Your student reports will generate with the student photo on the cover.

Click [HERE](#) for a tutorial on Creating Report Templates.